

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Architectural History)	Central Region Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	906-156-4642-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Senior Environmental Planner, the Associate Environmental Planner (Architectural Historian) identifies, inventories, and analyzes existing architectural resources and their values on transportation projects. A valid California driver's license is also required. A valid California drivers license is required.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Review and perform technical analysis on historic architectural resources within the area of potential environmental impact of transportation projects. Reviews reports to evaluate the potential importance of culturally and historically significant properties. Evaluates historic architectural values and resources to aid in the development of modal and design alternatives for transportation projects. Identifies and analyzes impacts of transportation projects historic architectural values and their inter-relationships to other cultural resources.
30%	E	Provides guidance and participates in discussions on the development of measures to minimize the impact of transportation projects upon such resources in the area of architectural history with State, Federal, and local agencies. Develops and recommends mitigation measures to minimize identified impacts upon these resources. Prepares technical reports in support of environmental documents.
20%	E	Coordinates work with consultants and other contractors performing work for Caltrans in the area of historic architectural investigation. Reviews consultants' procedures, work progress and conclusions to ensure that the requirements of the appropriate environmental law(s) are met.
10%	M	Investigates feasibility and design of alternative measures to mitigate impact of transportation projects on historic architectural resources.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act as a lead person on an interdisciplinary team and perform routine oversight of consultants and student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Principles and concepts of architectural history techniques and methodologies
- State and Federal laws and regulations relating to environment
- State, local and regional governmental organizations as they relate to environmental planning
- Either history, architectural history or humanities
- Trends in environmental , urban and regional planning
- Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations
- General principles and techniques of research and statistical analysis
- Methods and techniques of evaluation of environmental impacts
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- Methods and techniques of evaluation of environmental impacts
- Various types of public facilities and they service the community

Ability to:

- Gather, organize, and analyze historical and architectural information
- Prepare written reports that meet professional standards
- Work effectively with others as an interdisciplinary team member
- Conduct interviews for data gathering
- Field review potential project locations
- Survey for buildings and structures as cultural resources
- Evaluate the prospects for project impacts on significant historic architectural properties
- Apply general techniques of insuring participation in the planning process
- Coordinate environmental planning, research, and analysis of proposed projects
- Make an assessment of an existing environment
- Assist management in negotiations for environmental approval
- Serve as a Principal Architectural, Consultant Monitor, and Construction Monitor.
- Establish and maintain cooperative relationships within the District and the department, with the public, state and federal agencies, and historic preservation organizations

Analytical Skill:

- Performing increasingly responsible and varied assignments under decreasing degrees of supervision
- Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
- Interpreting maps, site and building plans and specifications, graphs and statistical data
- Researching, analyzing and summarizing planning data both manually and with basic computer programs
- Preparing clear visual displays, such as maps, graphs, and illustrations
- Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials
- Various types of public facilities and they service the community

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner (Arch/Hist) makes decisions relative to the collection and analysis of data and report content. The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans and the commitment of branch resources. Errors may delay project approval or require that work be redone.

PUBLIC AND INTERNAL CONTACTS

- The Associate Environmental Planner (Arch/Hist) has numerous contacts with people in and out of government. These contacts include consulting with outside experts, answering questions at public hearings, responding to environmental complaints, providing counsel to city and county engineering and planning staff regarding cultural resources compliance, conducting liaison with historic preservation organizations, county, state and federal environmental monitoring and control agencies, and coordinating with other members of the multidisciplinary team contributing to environmental studies.
- The Associate Environmental Planner (Arch/Hist) may represent the Department at public and agency meetings on cultural resources issues and may be involved in conflict resolution.
- The Associate Environmental Planner (Arch/Hist) is expected to independently coordinate with other Planners, Project Managers, and engineering and technical staff during the environmental analysis process.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Employee may be required to sit for long periods of time using a keyboard and video display terminal and may be required to move large or cumbersome reports from one location to another.
- Employee must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
- Employee will be required to work cooperatively with others on a team to accomplish archaeological fieldwork or research, as well as being able to communicate with diplomacy and tact while participating on interdisciplinary project development teams.
- Employees may be away from their base of operations to conduct or oversee fieldwork for days, and occasionally, weeks at a time.

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- Over-time and overnight travel may be required.
 - Employees may be required to walk on irregular terrain, stoop, bend, and kneel as well as dig during field surveys and excavations.
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WORK ENVIRONMENT

- While at their base of operation, the employee will work in a climate-controlled office under artificial light along with many other employees. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.
 - Employees may be required to sit for long periods of time using a keyboard and video display terminal
 - Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
 - Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.
 - May be subject to and have the ability to handle irate public in a calm manner. Must deal effectively with pressure, maintain focus, and intensity, yet remain optimistic and persistent, even under adversity.
 - Must be able to develop and maintain cooperative working relationships.
 - Values cultural diversity and other individual differences in the workforce.
 - While conducting fieldwork, employee may be exposed to a variety of field conditions including foggy, rainy and cold weather in the winter; and the hot weather of the San Joaquin Valley and Mojave Desert in the summer.
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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE